

PowerDMS Basics

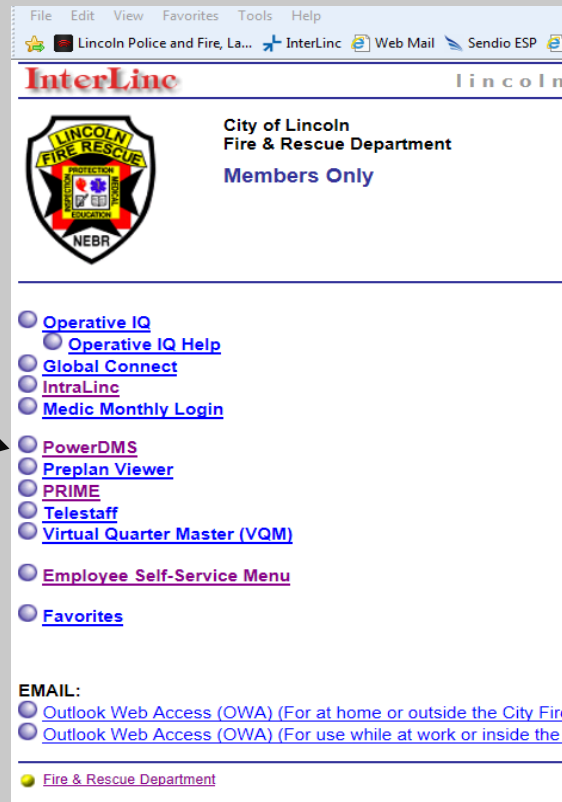
JANUARY 09, 2014

Lincoln Fire & Rescue



Where to Begin

From LF&R's homepage,
go to the Members Only page
and click on PowerDMS.



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Login

- Your initial login will ask for a site key: **LINFR** (You should only be asked for this once.)
- Your username: **rirxxx**
- The initial password: **Lincoln1**



The screenshot shows a login interface for PowerDMS. The background is a dark blue gradient. In the center is a white rounded rectangle containing the login form. At the top of the form is the 'PowerDMS' logo. Below it, the text 'Lincoln Fire and Rescue' is displayed, followed by a 'Change Site' link. The form has two input fields: 'Username:' with the value 'riraxw' and 'Password:' with the value 'Lincoln1'. A 'Forgot Password?' link is located below the password field. At the bottom of the form is a 'Login' button.



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Home Screen

File Edit View Favorites Tools Help

Lincoln Police and Fire, La... InterLink Web Mail Sendio ESP PRIME IntraLink Members Only Operative IQ Please Log in VendNovation WebPCR Pictometry Online PowerDMS Login

Search ...


Inbox (2) New Help

Welcome, Derald

Inbox Snapshot

Messages	0
Documents	2
Certificates	0
Courses	0
Tests	0
Surveys	0
Standards	0

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Quick Links

- Document Search
- Document History
- Change Password
- Inbox

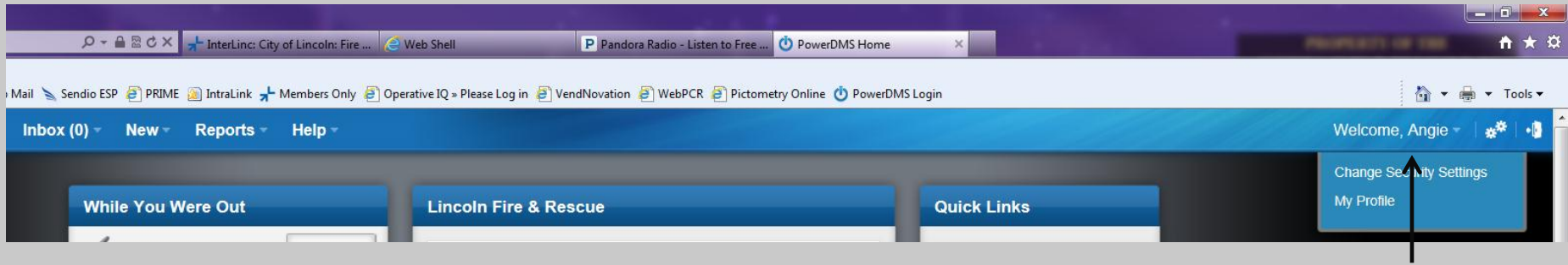
Welcome

Welcome to Lincoln Fire & Rescue's Document Management System (PowerDMS).



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Change Your Password



- Hover your mouse under your name.
- Under your name click on 'Change Security Settings'.

A screenshot of the 'Security Settings' form. It has tabs for 'Password', 'Email', and 'Security Questions'. The 'Password' tab is active. It contains three input fields: 'New Password:', 'Confirm Password:', and 'Current Password:'. Below the 'Current Password' field is a 'Save' button. A message above the 'Current Password' field says 'Please enter your current password to verify your identity.'

Change your password. It must contain:

- One number
- One uppercase letter
- One lowercase letter
- At least 8 characters



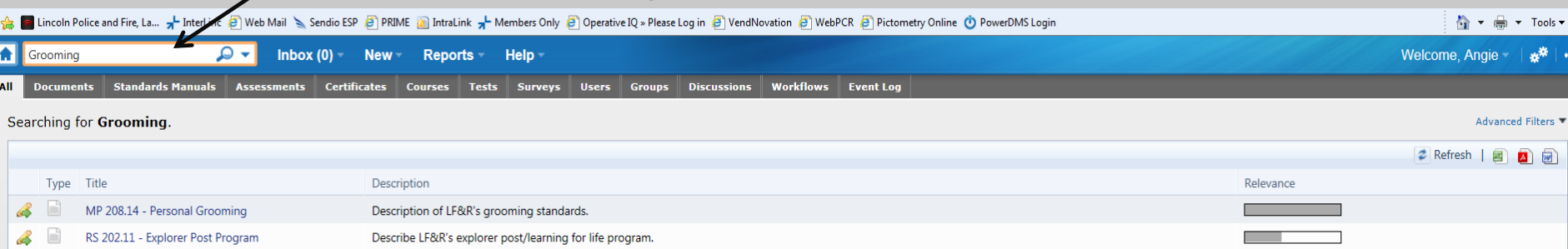
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BASICS



The house will always take you back to the main screen.

Enter what you are searching for. You can use a word or a policy/reference #.



Notice any policy having the word 'grooming' comes up with a brief description and the relevancy of the word.



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PRINTING

There are a couple of different ways to print.

1. If you are searching for a document by a word, you will print as follows:

- Type in the word you are searching for, (ex. hair)
- Choose the document you are searching for
- The page will appear like the below example

To print this page, simply
hit the print button.

The screenshot shows a web-based document viewer interface. At the top, there is a search bar with the text 'Search ...' and a magnifying glass icon. Below the search bar, there is a navigation bar with tabs for 'Inbox (3)', 'New', 'Reports', and 'Help'. The main content area displays the search results for the term 'hair'. The results show '1 documents with 1 instances'. The document is titled 'Lincoln Fire & Rescue - Management Policy' and 'LF&R NE-TF1 Canines in Fire Department Facilities (MP 550.00 12/20/13)'. The document content includes a 'Reviewed by' field with the name 'BC Brad Thavenet', an 'Approved by' field with the signature 'Fire Chief John Stuff', and a 'Date' field with the date '10/28/13'. The document also includes a 'Purpose' section and a 'Policy' section. The 'Purpose' section states: 'Outline the policy and procedures to permit authorized LF&R/NE-TF1 US&R canines in fire stations and/or other fire department facilities.' The 'Policy' section states: 'Promote a close working relationship between the handler and US&R canine, develop necessary canine social skills, and provide prompt response for deployment. LF&R/NE-TF1 has implemented this policy to permit authorized canines in fire department stations and/or facilities. Only authorized LF&R/NE-TF1 canines shall be allowed to accompany handlers to fire stations or other fire department facilities. The canine must meet pre-requisite requirements as set forth in this policy. The handlers shall follow specific guidelines and conditions to ensure the safety of all fire department personnel, visitors and canine(s).' The document is implemented on 07/23/10. The document is displayed in a PDF viewer window with a toolbar at the top showing various icons for navigation and printing. The print button is highlighted with a red arrow pointing to it from the text 'To print this page, simply hit the print button.'

Search ...

Inbox (3) New Reports Help

MP 550.00

Edit on Desktop

Comment Share

Search

Looking For:
hair in the current document

Results:
1 documents with 1 instances

New Search

Results:

3794785.pdf
from hair or oth

Collapse file paths

Show Less Options

Save and View this PDF in

Find a word in the current

Lincoln Fire & Rescue - Management Policy
LF&R NE-TF1 Canines in Fire Department Facilities (MP 550.00 12/20/13)

Reviewed by: BC Brad Thavenet Date: 10/28/13
Approved by: Fire Chief John Stuff Date: 11/15/13

Process to permit authorized canines to accompany handlers to fire department facilities.

Implemented 07/23/10

Purpose
Outline the policy and procedures to permit authorized LF&R/NE-TF1 US&R canines in fire stations and/or other fire department facilities.

Policy
Promote a close working relationship between the handler and US&R canine, develop necessary canine social skills, and provide prompt response for deployment. LF&R/NE-TF1 has implemented this policy to permit authorized canines in fire department stations and/or facilities. Only authorized LF&R/NE-TF1 canines shall be allowed to accompany handlers to fire stations or other fire department facilities. The canine must meet pre-requisite requirements as set forth in this policy. The handlers shall follow specific guidelines and conditions to ensure the safety of all fire department personnel, visitors and canine(s).

Procedure

PRINTING, CON'T.

2. If you are searching for a document by the MP/RS #, you will print as follows:

- Type in the MP/RS # you are searching for, (ex. 550.00)
- Choose the document
- The page will appear like the below example

You will need to hover your mouse towards the bottom of the document. When this bar pops up, simply hit the print button.

